

Number	Effective	Title	Owner
II-50	7-93	EEO and Employee Conduct	HR Manager

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Purpose

IDPR, both as an employer and as an agency responsible for providing services to the general public, will comply with equal opportunity laws and federal executive agency policy statements on affirmative action and will disclose department practices and procedures which may have an adverse effect on protected classes.

It is our goal to constantly improve the fairness and job relatedness of department practices as they affect department employees. A continued effort will be made to assure that all parks and facilities under our jurisdiction are available for use by the general public on a nondiscriminatory basis without regard to race, color, religion, national origin, gender, disability, or age. We will continue to take steps to assure that IDPR does not become party to any agreement, plan, contract or subcontract which has the effect of sanctioning discriminatory practices.

Affirmative Action Plan

Copies will be routed to all employees, and additional copies will be available to any person on request. This plan outlines responsibilities, goals and timetables for improvement of IDPR practices as they impact equal opportunity in both employment and services. As these goals and timetables are reviewed by all employees, suggestions regarding additional objectives or improved methods for attaining those already outlined should be relayed to the affirmative action officer as a means of further improving the practices of the department.

Responsibilities

All employees of IDPR assume responsibility of ensuring that the intent of this policy is not violated. Supervisors will be held accountable for assuring that employees under their supervision are informed of the responsibilities, goals and timetables, outlined in the Affirmative Action Plans.

DISCRIMINATION AND SEXUAL HARASSMENT

Discrimination and sexual harassment due to color, race, gender, religion, national origin, or disability is harmful to the efficiency and effectiveness of the department and will not be tolerated. It is against the law and will be grounds for disciplinary action, including dismissal.

What is Harassment on the Job?

Harassment is a new label for old activities; pinching, grabbing, patting, propositioning, job threats or promises in return for sexual favors, pornographic material, embarrassing or derogatory stories, jokes and comments about your body shape, gender, race, religion or national origin that **YOU FIND PERSONALLY OFFENSIVE OR INTIMIDATING AND MAKES YOU FEEL UNCOMFORTABLE.**

You should not tolerate unwelcome harassment by supervisors, fellow employees or non-employees which affects your employment decisions, makes your job environment unpleasant or hostile, or unreasonably interferes with your job performance.

What Should You Do if You are Being Harassed on the Job?

Let the offender know immediately and directly that the behavior or remark is not acceptable to you. Many times, the person is unaware and the harassment is unintentional. Do not "go along with" or "ignore" the harassment. Make it clear that you do not welcome the offensive behavior or remarks.

If the harassment continues, you are encouraged to file a complaint through the grievance procedure OR report it to your supervisor, the park manager, regional supervisor, or call the personnel manager. The situation will be promptly investigated. You may also file a claim with the Idaho Human Rights Commission and/or EEOC.

Responsibilities

Any employee aware of or suspecting harassment is expected to report the matter confidentially and directly to his/her supervisor, park manager, regional supervisor, bureau chief, or personnel manager. Avoid discussing the matter with co-workers and persons not directly responsible for investigating the matter.

What if You are Accused of Harassing Someone?

You may feel your conduct is not offensive and meant only as a social exchange. However, you must take the person seriously and respect his/her rights. What is acceptable to some is not acceptable to others.

Investigation Procedures

When an allegation of sexual harassment is made, management will take immediate steps to:

- a. Informally discuss the matter with the accused to determine the need for further action. If such action is warranted, Steps 'b' through 'd' will be followed.
- b. Remove the complainant from under the control of the accused. This may be effected through reassignment, voluntary, administrative leave or placing the accused under suspension for investigation.
- c. Contact the personnel manager, who will order a confidential investigation regarding the times, dates, places and circumstances surrounding the allegations.
- d. Obtain a statement or grievance from the complainant.

The report resulting from the investigation will contain:

- a. A description of the allegations;
- b. Findings of fact; and
- c. Recommendation to the most appropriate authority for corrective action.

Any supervisor, manager or management authority who is made aware of an alleged incident of sexual

harassment will take immediate action to bring the matter in writing to the attention of the most appropriate management authority or will investigate the matter.

Confidentiality

Due to damage that could result to the career and reputation of any employee falsely or in poor faith accused of sexual harassment, all investigations and hearings surrounding such matters will be designed to the maximum extent possible to protect the privacy of, and minimize suspicion toward, the accused as well as the complainant.

EMPLOYEE CONDUCT

Personal Code of Conduct

Employees of IDPR are expected to conduct themselves in a manner that reflects pride in themselves and in the organization. Conduct both on and off the job reflects upon all other state employees and, in particular, upon employees of this department.

Employees should avoid giving false or misleading information to the public. If an employee does not know the answer he/she should not be afraid to say so, but should try to be well informed, helpful, and courteous. Avoid any public criticisms of the department or its policies. If there is something an employee disagrees with, discussion with the supervisor is appropriate — not the public.

Certain information employees become aware of is confidential and should not be discussed outside the organization. Confidential information includes such things as crime and incident, rescue and accident reports, disciplinary actions, employee grievances, budget proposals, issues under litigation, and proposed policy changes.

It is an employee's responsibility to treat their subordinates, co-workers, and supervisors with courtesy and respect; to obey all lawful orders; to report to the assigned work location on time and ready to go to work; to remain alert while on duty, and not to participate in games or horseplay. It is not proper to play cards, read non-job-related materials, have visitors, gossip, or perform other such activities. All state employees exercising any discretionary function shall make a conscious effort to be open and fair to competitive dealing.

Telephone Use

The use of department telephones is generally restricted to business purposes, but the rule is not an unbendable one. The department relies on the good judgment of its employees with respect to calls of a family or personal nature. It is urged, however, to make personal calls during break periods or during lunch hours. Long-distance calls are, of course, restricted to official business only.

Use of State Property and Equipment

State owned equipment, materials, supplies, and facilities are to be used by employees only in the performance of official assigned duties and responsibilities. Further, no employee may request another employee during on-duty time to perform a personal service.

Nepotism

No employee shall work under the immediate supervision of a supervisor which is a spouse, child, parent, brother, sister, or the same relationship by marriage to that supervisor. This provision shall include any relationship, not specifically defined in law, that by its nature can be construed to be nepotism.

Gratuities and Other Benefits

State employees shall never solicit in their official capacity any gratuity or other benefit from any person under any circumstances. Employees shall not accept transportation or lodging from any person who is or is likely to become interested in any contract or transaction over which they exercise any discretionary function.

All state employees exercising any discretionary function shall make a conscious effort to be open to contact by all segments of Idaho society that have an interest in the exercise of that discretionary function.

Honorariums shall not be accepted by state employees from Idaho citizens, associations, corporations, or governmental entities for appearance or services given in the course of their official duties.

Conflicts of Interest

Employees shall not profit, directly or indirectly, from public funds under their control; shall not have a private interest in any contract made by them in their official capacity; and must avoid self-dealing in any purchase or sale made in their official capacity. Any state employee having a private interest in any discretionary matter coming before him in the course of official duties, whether the matter be regulatory, adjudicative, contractual, or the formation of public policy, shall not act but shall notify their supervisor.

Outside Employment

Employees of the department may not engage in any outside employment, business, professional practice, or interest if such will:

- a. Conflict with the interests of the department.
- b. Interfere in any way with the full performance of official duties and responsibilities.
- c. Result in financial gain as a consequence of information obtained through employment which has not been made available to the general public.
- d. Reasonably be regarded as officially related employment.

Employees will report to their immediate supervisor the nature of any outside employment or private practice they are planning to undertake and the amount of time, actual or estimated, that will be required. The supervisor will determine whether or not a conflict of interest is involved and take whatever action is required. Full-time employees who have other employment or private practice must have a record of that activity in their official department personnel file. This record should include the name of the employer or activity, type of work performed, location of work, and the times the employee regularly performs this outside work. This record shall contain certification by the supervisor that the work is not in conflict with the intent of the policy and shall be sent to the director for review.

Dual State Employment

There will be no conflicting hours when a classified employee is employed by more than one state agency. The classified employee contemplating an appointment with another state agency shall receive prior approval of his/her present agency, the agency to which the appointment is sought, and the state personnel director prior to beginning duty with the new agency (IPC 2.E.1.).

Any time an employee receives more than one state warrant, IDPR must file written approval with the State Board of Examiners.